



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE
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PDTATAC/bjw

25 September 2003

CIVILIAN TRAVEL DETERMINATION

TO: SEE DISTRIBUTION

SUBJECT: CAP Item 44-03(E) – “City Pair” and “Commercial Travel Office Use” (CTO)
Statement on Transportation Authorization (TA)

1. SYNOPSIS: The attached CAP item makes it mandatory that a statement indicating use of CTO and city-pair fares be placed on the TA.
2. These revisions are scheduled to appear in printed change number 458 of the JTR, effective 1 December 2003.

//Approved//
S. W. WESTBROOK
Director

Attachment:
As stated

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C3101 SPECIFIC INFORMATION REQUIRED (FTR §301-71.103))

A. General Information. The following information must be included on all travel authorizations:

EDITOR: No Change in subpar. 1. through 10.

11. A statement indicating that the use of the CTO to arrange official travel is mandatory, or a statement in detail as to exactly why a CTO is not available, or otherwise is not being used. (***Note: Virtually all DoD components have contractual arrangements with CTOs requiring that all official transportation be arranged through the CTO if the CTO can provide the required official transportation arrangements.***)

12. A statement that if there is a GSA contract city-pair fare between an official-travel origin and official-travel destination, it should be used unless one of the 5 reasons in par. C2002-A4 exists. If one of the reasons exists, it must be stated on the travel authorization. A detailed explanation must be stated if other than the contract city-pair fare is to be used for the reason in par. C2004-A4a (e.g., “Space on a scheduled contract flight is not available in time to accomplish the purpose of travel because it is critical that the traveler arrive at destination “XXX” on (date & time) and there are no city-pair flights available that allow the traveler to arrive on time.”)